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Operating Procedure for Receipt, Storage and Issue of  
Supply Division, LO, Emergency Stockpile of Specialized Ordnance Materiel

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1. GENERAL

This Procedure has been prepared for use in connection with the handling of specialized ordnance materiel stockpiled by the Supply Division, LO, at [REDACTED] for purposes of expeditious emergency issue. The Procedure covers necessary steps to be taken in the handling of the stockpile.

2. ACCOUNTABILITY AND RESPONSIBILITY

Accountability for stockpiled materiel will remain with the Supply Division, LO, in headquarters. Responsibility for physical receipt, storage, preparation for shipment, and security will be vested in [REDACTED] SD, LO, will be responsible for the preparation of shipping documents and address stencils.

3. SURVEILLANCE

Normal surveillance necessary for storage maintenance will be performed by competent station personnel under the guidance of the Ordnance Branch, SD, LO. Specialized surveillance will be the direct responsibility of the Ordnance Branch and will be provided on a regularly scheduled basis.

4. AUTHORITY

Issue of materiel in the emergency stockpile will be made only upon authorization by Chief, Supply Division. The Chief, Supply Division, from sources available to him, will have knowledge of existing emergencies that may require the issue of emergency stockpile materiel and will inform the Supply Operations Branch, SD, LO, of the area or areas involved. Requisitions, forwarded to the Supply Operations Branch by the affected area or areas, calling for materiel available in the emergency stockpile will be presented to the Chief, Supply Division, for his authorization to release.

5. PROCEDURE

Steps to be followed in implementing this procedure are as follows:

a. Establishment of Stockpile and Replenishment:

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(1) Establishment of stockpile and replenishment will be effected by the Stock Management Section of Supply Operations Branch, through depot transfers of materiel from [REDACTED] or other Agency storage locations. Stock levels will be established by Stock Management Section in accordance with quantities initially requisitioned for the stockpile. Initial stock levels will not be adjusted without authority of the Chief, Supply Division.

(2) Requisitions issued for item establishment or replenishment will include the following statement:

"The materiel requested to be moved on this requisition is to be handled on a case lot basis. Small overages and/or shortages are acceptable to meet case pack."

(3) Consignee address to appear on requisitions and shipping requests for establishment of stockpile and any subsequent replenishment [REDACTED].

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(4) Marking instructions to appear on all "Requests for Shipment" issued for item establishment or replenishment will include the following:

"ICC markings, weight, cube and dimensions are to be applied directly to packing case(s). Address of the consignor and/or consignee, case numbers, item numbers, and shipment number are to be applied to a plywood panel and panels are to be attached to the packing cases. The panels are to be attached in such a manner so as not to cover ICC markings."

b. Documentation and Receipt of Materiel:

(1) Advance information of materiel to be received for the stockpile will be forwarded by the Storage Operations Branch to the Property and Supply Officer, [REDACTED] through the Administrative Staff, Office of Training at headquarters. This information will be in the form of an advance copy of the shipping document, if available, or a copy of the requisition.

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(2) The advance copy of the shipping document or requisition will contain the following information in addition to that normally contained therein:

- (a) ICC markings
- (b) Storage compatibility grouping
- (c) Explosive hazard class
- (d) Building designator in which materiel is to be stored

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(e) Special handling instructions required due to the nature of the materiel to be received and stored

(f) Weight, cube, dimensions and number of cases

Information relating to (a) through (f) above, will be furnished by the Ordnance Branch, SD. In the event that materiel is to be received from a military installation [REDACTED] information listed above will be furnished by memorandum.

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(3) The Property and Supply Officer, [REDACTED], will plan for the receipt and storage of materiel from the information furnished to him on the advance copy of the shipping document, copy of the requisition, or memorandum.

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(4) (a) Upon receipt of materiel, the Property and Supply Officer, [REDACTED] will check the receipt by case count, item stock numbers and item numbers. In some instances, the item nomenclature appearing on the shipping document accompanying the shipment will differ from the nomenclature appearing on the advance copy of the shipping document or requisition. This difference will occur due to security reasons and will be disregarded. Discrepancies in case count or patent damage to case(s) will be noted on the copies of the shipping document that will accompany any materiel to be received. Receipt of materiel will be indicated on the copies of the shipping document by noting the number of cases received and signature of the receiving individual. Storage locations for materiel will also be indicated on the copies of shipping documents.

(b) The plywood panel, attached to each case, bearing the address of the consignor and/or consignee, case number, item number and shipment number will be removed and destroyed. A suitable piece of paper card-stock bearing the stock number and number of items contained in the case will be prepared and attached to each case. Materiel will then be stored in accordance with information furnished with the advance notice of materiel to be received, as outlined in paragraph 5 b (1) and (2), above.

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(c) The Property and Supply Officer, [REDACTED] will retain one copy of the shipping document for his files and will forward all others, properly annotated, to the Supply Operations Branch, SD, through the Admin. Staff, Office of Training at headquarters.

(d) Upon receipt of the shipping documents, by the Supply Operations Branch, debit voucher numbers will be assigned and necessary distribution will be made, including one copy of the shipping document to Ordnance Branch.

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c. Stock Locator System for Materiel Stockpiled:

(1) The Storage Operations Branch and the Ordnance Branch of the Supply Division will prepare and install a dual Stock Locator System. One system will be maintained by the Property and Supply Officer, [REDACTED] The other identical system will be maintained by the Ordnance Branch at headquarters. The system will contain the following information:

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- (a) Item stock number
- (b) Item nomenclature
- (c) Explosive hazard class
- (d) Storage compatability grouping
- (e) ICC classification
- (f) Units per case
- (g) Number of cases
- (h) Case weight, cube, and dimensions
- (i) Storage locations

d. Issue of Materiel:

(1) Requisitions and shipping requests for materiel authorized for issue from the stockpile will be forwarded by the Document Control and Processing Unit, SD, to the Ordnance Branch for technical concurrence. The Ordnance Branch will determine whether or not quantities requisitioned are in case lots.

(2) The Ordnance Branch will prepare memoranda, in original and a minimum of four copies, to accompany the distribution of requisitions and shipping requests. These memoranda will contain, for each item called for on requisitions the following information:

- (a) Item nomenclature and stock number
- (b) ICC markings
- (c) Explosive hazard class
- (d) Storage and shipping compatability grouping
- (e) Units per case

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- (f) Number of cases
- (g) Case weight, cube, and dimensions
- (h) Special instructions for packaging, packing and handling when less than full cases are to be shipped.

The requisitions and shipping requests will be returned to the Document Control and Processing Unit along with the memoranda referred to above.

(3) The Document Control and Processing Unit will assign credit voucher numbers and forward all papers to the Stock Editing Unit, SD, for necessary action.

(4) Upon completion of editing by Stock Editing Unit, all papers will be returned to the Document Control and Processing Unit for run-off and distribution. Distribution, other than normal, will be as follows:

(a) Transportation Division, IO:

One copy of the Ordnance Branch memoranda referred to in sub-paragraph d (2), above.

(b) Traffic Section, [REDACTED]

One copy of the Ordnance Branch memoranda referred to in sub-paragraph d (2), above.

(c) Storage Operations Branch:

(1) Two copies of the requisition.

(2) Two copies of the Ordnance Branch memoranda as referred to in sub-paragraph d (2), above.

(d) Control Staff (Special Projects Officer):

(1) One copy of the requisition.

(2) One copy of the shipping request.

(3) One copy of the Ordnance Branch memoranda referred to in sub-paragraph d (2), above.

(5) The Storage Operations Branch will, upon receipt of copies of requisitions and Ordnance Branch memoranda, referred to in sub-paragraph d (2) above, immediately deliver them to the Administrative Staff, Office of Training at headquarters. The Administrative Staff, Office of Training, will if time permits,

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forward these papers to the Property and Supply Officer, [REDACTED] for action through normal channels. In the event that time does not permit the forwarding of papers through normal channels, the Office of Training will be so informed and will be requested to take steps for forwarding necessary action information as soon as possible commensurate with the degree of urgency involved.

**e. Processing for Shipment of Materiel Issued:**

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The Property and Supply Officer, [REDACTED] will, upon receipt of copies of requisitions and copies of Ordnance Branch memoranda pertaining thereto, segregate materiel called for from materiel in the stockpile and will package and pack materiel if less than case lots are to be shipped. The materiel to be shipped will then be held pending advice relative to time and date of removal. This advice will be furnished by the Transportation Division, LO, through the Administrative Staff, Office of Training at headquarters.

**f. Documentation for Shipment of Materiel Issued:**

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The Traffic Section of [REDACTED] will, upon receipt of their copies of requisitions, shipping requests and Ordnance Branch copies of memoranda referred to in sub-paragraph d (2) above, prepare the necessary green shipping documents. Two additional green copies of the Shipping Document will be forwarded to Transportation Division, LO.

**g. Arrangements for Removal of Materiel Processed for Shipment:**

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(1) The Transportation Division, LO, will make all necessary arrangements for shipment of materiel and will advise the Property and Supply Officer, [REDACTED] through the Administrative Staff, Office of Training at headquarters, of such arrangements.

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(2) The Transportation Division, LO, will advise the Traffic Section of [REDACTED] to prepare address stencils for case markings of materiel to be shipped. Arrangements for the application of such markings will be made by the Supply Division or Transportation Division as appropriate.

**h. Physical Removal of Materiel to be Shipped:**

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The Transportation Division, LO, will arrange to deliver to the Property and Supply Officer, [REDACTED], one of the additional green copies of the shipping document, referred to in sub-paragraph f, above, covering all items to be physically removed for shipment. This copy of the document will be signed by the representative of the Transportation Division, LO, responsible for removal of materiel and will serve as a receipt for materiel removed. The second copy, referred to in sub-paragraph f, will be retained by the representative of TD/LO and delivered to the Transportation Officer at the [REDACTED] upon completion of the trip.

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